

## **Instructions for Requesting LOT RESEARCH & DETERMINATION**

With your written request for lot research to determine whether the subject property is a legally created lot, please submit:

1. **Documentation**

- a. General project information, including the subject property location, address, Tax Map Key, and contact person for the request;
- b. A signed and stamped statement from a registered professional land surveyor certifying that the parcel consists of separate lots or is a separate lot, together with justification upon which the surveyor bases this determination;
- c. Two (2) copies of the deeds, maps, and other documents that are the basis for the surveyor's determination that the parcel consists of separate lots or is a separate lot; and
- d. Five (5) prints of a map stamped and signed by the surveyor showing the separate lots with their metes and bounds dimensions and lot areas.

2. **Fee**

A \$400.00 fee is required. Checks are to be made payable to City and County of Honolulu. Fees are non-refundable.

3. **Additional Info.**

- a. To avoid errors or delays, supply all required documents.
- b. Upon receipt of the required documents, they may be reviewed by other agencies. If found to be adequate, the surveyor's certification and findings would be the basis for acceptance for the sole purpose of issuing building permits and administering the City's land use regulations. The acceptance of the surveyor's statement by the City would not confirm the authenticity or legality of the lot for title search purposes or for lot verification purposes in real estate transactions.
- c. For additional information, please call the Subdivision Branch at 768-8100.